


## Core Supervisor Training Program Quick Step Guide

➤ It is recommended to launch all CBT trainings in Internet Explorer

| Step | Action   |
|------|--|
| 1.   | <p>Navigate to this website to begin: <a href="https://hr85.gmis.in.gov/lm90prd/signon.html">https://hr85.gmis.in.gov/lm90prd/signon.html</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p><b>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b></p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p> |
| 2.   | <p>Click the <b>Self Service</b> link. <i>(If you can't locate the Self Service link, click <b>Main Menu</b> and then click the <b>Self Service</b> link.)</i></p>    |
| 3.   | Click the <b>Learning</b> folder link.   |
| 4.   | Click the <b>Browse Catalog</b> link.  |
| 5.   | Select the <b>State Personnel Department</b> category/agency link to access the course catalog.  |
| 6.   | Select the <b>BLR Training Catalog</b> under the Related Categories link.  |
| 7.   | Under the Program category header, click the program link (to view program information) or the <b>Register</b> link to the right of the program titled <i>Core Supervisor Training Program</i> .   |
| 8.   | Click the <b>Register</b> button to register for the course.   |
| 9.   | On the next page, click the <b>Submit Registration</b> button. If you are ready to begin the program you can start a course by locating <b>My Learning</b> in the navigation on the bottom of this page.   |
| 10.  | Click the <b>My Learning</b> link.   |
| 11.  | <p>The <b>My Learning</b> section should contain the <b>Core Supervisor Training Program</b> under your activities with the status of Registered. If this program is not listed in the first 5 results shown, click <b>All My Learning</b>. <i>(You may need to select <b>View All</b> if you have more than 15 courses in history)</i></p> <p>Please locate the <b>Core Supervisor Training Program</b> under the title column and click <b>Core Supervisor Training Program</b> link.</p>      |

| Step  | Action   |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
|---|--|---|---|------------------------------|---|-------------|--------|-------|---------------|---|---------------|-------|------------------------|--|-------------|--------------|-------------------------|------------|----------|------------------------------|---------------|-------------|
| 12.   | <p>You should now see the <b>Certification Progress</b> page where you will find all of the components needed to complete this program. This program has 12 total courses to complete the program and an optional course to print a certificate of completion.</p> <p><b>Program Completion Instructions</b></p> <p><i>You must enroll into each course. Once you have enrolled you can launch immediately. The course allows you to pick up where you left off if you need to stop. After you have viewed the course and passed the quiz (you will have three attempts to pass) you can close out that window and if you hit the Return to Previous page link you will be taken back to the All Learning section where you can click into the Core Supervisor Training Program to begin the next course.</i></p> <p>Please start with the first required course. Click the <b>View Enrollment Options</b> link next to the course title. (example shown below may not reflect the course you have selected)</p> <table><tr><td><a href="#">Coaching for Superior Employee Performance--Techniques for Supervisors</a></td><td>Required</td><td>Not Enrolled</td><td><a href="#">View Enrollment Options</a></td></tr></table> | <a href="#">Coaching for Superior Employee Performance--Techniques for Supervisors</a>      | Required                                | Not Enrolled                 | <a href="#">View Enrollment Options</a> |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| <a href="#">Coaching for Superior Employee Performance--Techniques for Supervisors</a>      | Required   | Not Enrolled  | <a href="#">View Enrollment Options</a> |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| 13.   | <p>Click the <b>Enroll</b> button</p> <table><tr><th colspan="7">Activity Options for Coaching for Superior Employee Performance--Techniques for Supervisors</th></tr><tr><th>Activity Code</th><th>Type</th><th>Start Date</th><th>Price</th><th></th><th></th><th>Add to Plan</th></tr><tr><td>BLR_WBT_0009</td><td>Computer-Based Training</td><td>06/18/2013</td><td>0.00 USD</td><td><a href="#">View Details</a></td><td><b>Enroll</b></td><td>Add to Plan</td></tr></table>   | Activity Options for Coaching for Superior Employee Performance--Techniques for Supervisors |   |                              |   |             |        |       | Activity Code | Type  | Start Date    | Price |                        |  | Add to Plan | BLR_WBT_0009 | Computer-Based Training | 06/18/2013 | 0.00 USD | <a href="#">View Details</a> | <b>Enroll</b> | Add to Plan |
| Activity Options for Coaching for Superior Employee Performance--Techniques for Supervisors |  |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| Activity Code   | Type   | Start Date  | Price                                   |                              |   | Add to Plan |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| BLR_WBT_0009  | Computer-Based Training  | 06/18/2013  | 0.00 USD                                | <a href="#">View Details</a> | <b>Enroll</b>                           | Add to Plan |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| 14.   | <p>Click the <b>Submit Enrollment</b> button.</p> <table><tr><td><b>Submit Enrollment</b></td></tr></table>  | <b>Submit Enrollment</b>  |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| <b>Submit Enrollment</b>  |  |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| 15.   | <p>Click the <b>Launch</b> link.</p>   |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| 16.   | <p>Click the <b>Launch</b> button to the right of the course.</p> <table><tr><th colspan="4">Table Of Contents</th></tr><tr><th>Title</th><th>Status</th><th>Score</th><th></th></tr><tr><td>Coaching for Superior Employee Performance—Techniques for Supervisors</td><td>Not Attempted</td><td></td><td><a href="#">Launch</a></td></tr></table> <p>If you receive a security warning, select the <b>Yes</b> option.</p> <p><b><i>The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.</i></b></p>   | Table Of Contents   |   |                              |   | Title       | Status | Score |               | Coaching for Superior Employee Performance—Techniques for Supervisors | Not Attempted |       | <a href="#">Launch</a> |  |             |              |                         |            |          |                              |               |             |
| Table Of Contents   |  |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| Title   | Status   | Score   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| Coaching for Superior Employee Performance—Techniques for Supervisors                       | Not Attempted  |   | <a href="#">Launch</a>                  |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |
| 17.   | <p>Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.</p>   |   |   |                              |   |             |        |       |               |   |               |       |                        |  |             |              |                         |            |          |                              |               |             |

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|------|--|
| 18.  | <p>At the end of the training you will need to pass a quiz in which you will have three attempts to pass.</p> <p>Once you have you passed the quiz you will click the <b>finish button</b> and exit out the training window.</p> <p><i>If you need to retake the quiz hit the retry button.</i></p>  |
| 19.  | <p>If you still have the Activity Progress page open you can click the <b>Return to Previous Page</b> link to return to the <b>All Learning</b> page.</p> <p><a href="#">Return to Previous Page</a></p>   |
| 20.  | <p>You can continue to enroll into other courses in the Core Supervisor Training Program from the <b>All Learning</b> page to complete the program requirements. Continue to take the other 11 required courses to finish this program.</p>  |
| 21.  | <p>Once you have completed the mandatory <b>Core Supervisor Training Program</b>, feel free to print of a certificate of completion.</p> <p>If you would like to view additional training you can review our other training catalogs in <b>ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog/BLR Customer Service Library</b></p> <p>If you have any questions please contact the Division of Employee Engagement at <a href="mailto:SPDtraining@spd.in.gov">SPDtraining@spd.in.gov</a>.</p> |